

Conditions for hosting 2017 conference:

Any branch that wishes to host the 33rd NISLT Annual National Conference will strictly adhere to the following conditions:

- i. **Venue:** A spacious hall (highly ventilated) enough to accommodate at least 500- 1000 participants. There should also be separate venues (each with multimedia projectors) to accommodate the three (3) scientific sessions (150-200) and a space for exhibition with uninterrupted electricity supply or (stand-by generator) and public address systems.
- ii. **Registration Venue:** There should be a registration venue with sitting arrangement for members separate from the Main Conference Venue. There is need to arrange for a separate hall with enough chairs to be seated by the participants during registration to avoid over crowding, delay and endless waiting outside.
- ii. **Sponsorship/Fund Raising:** Lists of companies, philanthropists and eminent personalities should be compiled for fund raising in support of the Conference, whosoever indicate interest, their names will be sent to the Institute so that letter will be written to them.
- iv. **Accommodation & Welfare:** Arrangements for accommodation (contacts and details of hotels) for all members should be made available. The proximity of the hotels should be taken into consideration so that members will get to the venue in good time. The hosting branch will sponsor the accommodation of eleven (11) NEC executive of ASLTON, which must include feeding and transportation during the conference.
- v. **Medical Services:** Medical services should be arranged and provided for participants in case of emergency including first aid box and a stand by ambulance.
- vi. **Advertisement & Publicity:** Adequate publicity for the Conference (before and during) will be made by the hosting branch.
- vii. **Decoration:** Decoration of the high table and all the halls to be used during the Conference will be arranged and sponsored by the hosting branch to ensure good ambience.
- viii. **Internal Transportation:** The hosting branch will arrange for internal transport from the conference venue to the town to convey participants.
- ix. **Catering arrangement during the duration of the Conference:** Refreshments and lunch for the period of the conference will be arranged by the hosting branch and communicate to the Institute main committee.
- x. **Security:** Any hosting branch will liaise with the security apparatuses in the state and provide adequate security to guarantee security of all participants.
- Xi. **The Executive Governor of the State will be contacted to serve as the Chief host and for his support for the Conference (financially and other wise) and any financial support, the NISLT main committee will be intimated.**